



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Librarian I/II

RECRUITMENT NUMBER: 06707501

SALARY: I LEVEL: \$3,493.25 - \$4,246.06 MONTHLY

II LEVEL: \$3,842.58 - \$ 4,670.68 MONTHLY

FILING DEADLINE: 5 PM, FRIDAY, FEBRUARY 24, 2006

SUPPLEMENTAL APPLICATION FORM REQUIRED (ATTACHED)

POSITION SUMMARY

This position works under general supervision to perform professional librarian work in the City Library and to do related work as required. The Librarian I/II performs a variety of professional library work in the City Libraries including reference services, materials selection, children's and young adult services, reader's guidance, cataloging, computers and community programs, among others; assists the general public by responding to questions in person, over the telephone, and electronically; provides staff training and supervision as needed; and does related work as required. The Librarian II level performs the full range of professional library work in the above areas. The Librarian I/II can be filled at either level depending upon qualifications (promotion to the Librarian II is neither guaranteed nor automatic).

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following:

Librarian I level: provide reference service and instruction to library guests of all ages using print, media, and computer resources; answer questions from the public in person, over the telephone and electronically; assist the public in making the most effective use of library facilities; ensure guests follow library policies and procedures; plan and deliver library programs for children, youth and adults; instruct guests on the use of the Internet, computer applications, and other library services; resolve general complaints; deselect library materials based on condition, currency and relevance; note gap in collections and make recommendations; develop seasonal and topical displays throughout the library; compile lists and bibliographies; review books and make recommendations for their purchase; stay abreast of new trends and innovations in the field of library science and services; resolve staffing emergencies and problems with the public's use of the library; (See actual job specification for further details).

Librarian II level: Develop material resources in assigned subject areas using computer-generated reports, professional journals and bibliographies; develop statistical measurements, administer designated materials budget; deselect resources when appropriate; apply knowledge of professional established principles and practices of cataloging; schedule staff and designate daily assignments to have all public service desks covered; evaluate the impact of new and revised programs and procedures on departmental units; perform community outreach to promote and increase public participation and use of library services; speak to schools and community groups regarding library services and resources; develop and coordinate programs for the community; attend conferences of professional organizations and serve on committees; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services; and perform other related duties as assigned (See actual job specification for further details).

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to:

Librarian I level: (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, OR (2) Bachelor's Degree from an accredited college or university with major course work in liberal studies, social sciences or a related field, supplemented by 9 semester or 12 quarter units of graduate library science education accredited by the American Library Association, and three years of paraprofessional library experience including one year of supervisory experience, or completion of a library technician program from a community college or 9 Continuing Education Units in library science, OR (3) Bachelor's Degree from an accredited college or university with major course work in liberal studies, social sciences or a related field and two years paid paraprofessional experience in a library and current enrollment in an ALA accredited MLS program with 20% coursework completed, OR (4) Masters Degree in a subject and two years of paid paraprofessional experience in a Library.

Librarian II level: (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, and two years of paid professional library experience, OR (2) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field, supplemented by 18 semester or 28 quarter units of graduate library science education accredited by the American Library Association, and four years of professional library experience 3) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or

a related field and three years of paid professional library experience and current enrollment in an ALA accredited MLS Program with 40% coursework completed, OR (4) Masters in a subject and three years paid professional experience in a library.

Knowledge, Skills and Abilities:

Librarian I level: Knowledge of: basic principles and practices of library services, organization, and procedures; basic research techniques using print, automated library systems, databases and the Internet; basic principles and practices of supervision; books, authors, and reference sources in a variety of subject areas; reference sources, cataloging techniques, and Dewey Decimal System; pertinent Federal, State and local laws, codes and regulations, and City Library policies; basic budgeting and needs assessment techniques; computer equipment and software applications related to assignment; rules of English grammar and spelling. Ability to: learn and assess the needs of Library guests; learn and use automated library systems, databases and Internet search tools; locate and evaluate sources of information on library materials; search, evaluate, interpret and explain information; read, interpret, and apply bibliographic standards, narrative and statistical data, information and documents; read and interpret instructions, library rules, regulations and policies; may schedule staff and designate daily assignments to have all public service desks covered; may supervise, train and evaluate subordinates including volunteers and interns (See actual job specification for further details).

Librarian II level: Knowledge of: principles and practices of library services, organization and procedures; research techniques using print, automated library systems, databases and the Internet; principles and practices of training, supervision and evaluation; books, authors, and reference sources in a variety of subject areas; reference sources, cataloging techniques, and Dewey Decimal System; pertinent Federal, State and local laws, codes and regulations, and City library policies; public relations and methods for promoting library services and programs; budgeting and needs assessment techniques, and statistical reporting; computer equipment and software applications related to assignment; rules of English grammar and spelling. Ability to: assess the needs of library guests and provide accurate reference information; supervise, train, schedule and evaluate assigned staff; read and interpret instructions, library rules, regulations and city policies; prioritize and coordinate several work activities; research, organize, and maintain accurate office files; use automated library systems, databases and Internet search tools (See actual job specification for further details).

P H Y S I C A L D E M A N D S

On a continuous basis, sit at a desk, stand, walk for long periods of time; intermittently twist and reach office equipment; bend and stoop to reach and grasp books and materials off shelves; extend arms above the shoulder to reach materials and supplies; use telephone; write or use keyboard to communicate through written means; lift up to 20 pounds and push 50 pound cart; see in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

A P P L I C A T I O N P R O C E S S

To be considered for this position, applicants must submit a City Application and Supplemental Application Form by 5:00 p.m., Friday, February 17, 2006. Applications submitted without a Supplemental Application Form will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see reverse).



Assigned Staff: Mary Thigpen, (619) 585-5663, mthigpen@ci.chula-vista.ca.us • Published: 2/1/06
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

The Human Resources Department is committed to providing superior services to employees, department, and the public to ensure an informed, quality workforce and community, while treating everyone with fairness, dignity, and respect.



Supplemental Application Form

LIBRARIAN I / II

Exam Number 06707501

Human Resources
276 Fourth Avenue
Chula Vista CA 91910
Job Hotline (619) 691-5096

Last Name

First Name

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INSTRUCTIONS: Before completing this application, read the requirements that are stated on the job announcement. If you do not meet these requirements, do not apply as your application will be rejected. This questionnaire is NOT a substitute for the official City application. You must complete both forms completely. The information contained in the employment and supplemental applications will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Failure to complete both forms will result in immediate disqualification from the recruitment process.

Section 1. MINIMUM QUALIFICATIONS

- A. Do you possess education equivalent to the qualifications as stated in the job announcement? ☐ Yes ☐ No

If "yes", please indicate which degree you possess.

- ☐ Masters in Library Science
☐ Masters in another field with qualifying coursework and experience

Other qualifying education and experience. Please explain below.

- B. Do you possess library work experience? ☐ Yes ☐ No

- C. Do you have experience in automated library systems? ☐ Yes ☐ No

If yes, please describe your experience. Include length of experience and where experience was obtained.

Section 2. COMPUTER SKILLS

For each program, please indicate your proficiency level (beginner, intermediate, advanced, or not applicable); the frequency of use (daily, weekly, monthly, or never); and the types of assignments/projects you have worked on within the stated program.

Program	Proficiency Level [Mark one]	Frequency of Use [Mark one]	Types of assignments/ projects
Microsoft Word	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Not applicable	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Never	
Microsoft Excel	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Not applicable	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Never	
Microsoft Access	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Not applicable	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Never	
Microsoft Outlook	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Not applicable	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Never	
Innovative Interfaces/ Millenium	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Not applicable	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Never	
Other (i.e. Integrated Online Public System) Please list:	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Not applicable	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Never	

Supplemental Application
Librarian I / II

Exam Number 06707501

Last Name

First Name

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Section 3. WORK EXPERIENCE

Please indicate your experience in each of the duties listed, indicating the frequency of each: **regularly** (daily); **sometimes** (once weekly); **rarely** (once monthly); or **never**. Indicate the number of years/months you have actually performed the duty.

Duties	Frequency	Length of Experience
Training, supervising, scheduling, and reviewing/assigning work of library staff	<input type="checkbox"/> Regularly (Daily) <input type="checkbox"/> Rarely (Once Monthly) <input type="checkbox"/> Sometimes (Once Weekly) <input type="checkbox"/> Never	_____ Years _____ Months
Library guest services (greeting guests, answering questions, resolving complaints, etc.)	<input type="checkbox"/> Regularly (Daily) <input type="checkbox"/> Rarely (Once Monthly) <input type="checkbox"/> Sometimes (Once Weekly) <input type="checkbox"/> Never	_____ Years _____ Months
Preparing library division or section budget, including recommendations for books and material purchases	<input type="checkbox"/> Regularly (Daily) <input type="checkbox"/> Rarely (Once Monthly) <input type="checkbox"/> Sometimes (Once Weekly) <input type="checkbox"/> Never	_____ Years _____ Months
Recommending, deselecting, and distributing books, materials, and reference documents/materials	<input type="checkbox"/> Regularly (Daily) <input type="checkbox"/> Rarely (Once Monthly) <input type="checkbox"/> Sometimes (Once Weekly) <input type="checkbox"/> Never	_____ Years _____ Months
Maintaining library databases including preparation of reports	<input type="checkbox"/> Regularly (Daily) <input type="checkbox"/> Rarely (Once Monthly) <input type="checkbox"/> Sometimes (Once Weekly) <input type="checkbox"/> Never	_____ Years _____ Months

Section 4. ADDITIONAL SKILLS

Please list additional specialization or skills that you possess which you consider as an asset for this position. You may provide an additional explanation in the space provided.

Certificate from Applicant

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Name

Signature

Date